



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

HOSPITAL PLANT AND MAINTENANCE SUPERINTENDENT

Class No. 005888

■ CLASSIFICATION PURPOSE

Under administrative direction to plan, direct and supervise the building maintenance operation and activities for a large nursing care facility and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Hospital Plant and Maintenance Superintendent is a one position class in the Health and Human Services Agency. The incumbent is responsible for the management, maintenance and repair functions at Edgemoor Hospital.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, supervises, and coordinates a skilled trade work force engaged in the operating, repairing, overhauling and maintaining mechanical, electrical, pneumatic, heating, ventilating, air-conditioning, refrigeration, safety, alarm, emergency and hydraulic systems in all hospital buildings.
2. Reviews plans and specifications for budgeted remodeling and construction projects.
3. Performs feasibility studies of proposed changes to mechanical systems.
4. Establishes preventive maintenance schedules.
5. Writes policies and procedures.
6. Prepares reports.
7. Evaluates performance of subordinates.
8. Monitors the implementation of energy conservation programs and the operations phase of automatic building control systems.
9. Plans and coordinates large maintenance construction and maintenance service projects of a major operating division.
10. Supervises and assigns work to workers, supervisors or crews engaged in maintenance construction and repair or maintenance service operations for structural maintenance.
11. Manages construction and maintenance of water, sewer, and other installations and structures providing sanitation services.
12. Assigns and organizes work crews to meet scheduled completion dates.
13. Inspects work in progress and completed.
14. Provides training to subordinates.
15. Prepares cost estimates for projects.
16. Prepares budget for assigned unit.
17. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The theory and principles of operation and maintenance practices for operational power systems, mechanical, electrical, chemical and related operating systems of hospital facilities.
- Principles, practices and techniques of management as applied to governmental entities.
- Principles of supervision and management.
- Principles of work measurement techniques.
- Hospital, building, electrical, plumbing, fire and codes safety, health codes and standards, including OSHA, Title 22 and 24 regulation and JCAH standards.
- Water treatment methods and techniques related to heating, cooling and portable water systems.
- General maintenance and repair techniques, and procedures relative to a variety of hospital facilities operating systems, fixtures, and equipment.
- Structural and maintenance language sufficient to understand the technical terminology for the operations and maintenance of facilities.
- Techniques and information resources used in repair, replacement and specification conformance of parts, structural members and materials common to maintenance construction and repair operations, facilities and equipment maintenance.
- Planning, development, and execution of hospital maintenance programs and procedures.
- Inventory control methods and mechanisms.
- Equipment and materials used in building construction, remodeling and repair.
- County customer service objectives and strategies.

Skills and Abilities to:

- Analyze and interpret blueprints and specification data.
- Apply the techniques of good management.
- Apply the principles of technical cost analysis and prepare cost effective maintenance programs.
- Use and operate computers in automated inventory control programs, preventive maintenance schedules, and budget monitoring.
- Use, operate and maintain power and hand tools, and equipment used in building maintenance and operating systems maintenance and repair.
- Prepare concise and understandable written procedures and reports.
- Analyze and interpret written and oral instructions.
- Diagnose operating problems of service maintenance and repair work.
- Deal effectively and manage subordinates and activities of a major functional organizational unit.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: Five (5) years of building maintenance experience including the operation, repair, maintenance, remodeling and construction of complex structural facilities, power systems, mechanical, electrical and related operating conditions, equipment and structural members. Two of the five years must have included supervisory responsibility for a skilled work force from all the major building trades and one (1) year must have been in a hospital environment.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: February 28, 1977
Revised: July 24, 1986
Revised: April 21, 1988
Revised: June 2, 1989
Revised: May 12, 2004